

## **BOX PARISH NEIGHBOURHOOD PLAN STEERING GROUP**

### **MINUTES OF 2nd MEETING HELD ON 26<sup>TH</sup> MARCH 2019**

#### **1. Present:**

Nick Botterill (Chairman); Tim Barton; Margaret Carey; Vicki Dorey; Andrew Lucas; Jonathan Parkhouse; Dave Wright

Apologies: Tim Walton, Jackie Cox; Sheila Parker

Welcome to Dave Wright who has joined the Steering Committee. Jackie Cox – Box PC chairman of planning - has subsequently advised that she will not be attending future Neighbourhood Plan meetings but will receive periodic briefings from Nick Botterill.

#### **2. Minutes:**

The Minutes of the convening meeting held on 26 February 2019 were agreed.

#### **3. Matters arising from previous meeting not covered**

- Planning Policy Context – Jonathan Parkhouse’s parish plan showing area designations was circulated to Steering Committee members by email on 4/3/19
- Chairman met on 5/3/19 with opposite on Colerne Neighbourhood Plan Jane Mellett
- Discussion held with LemonGazelle with regard to the grant process – the period ending 31 January 2019 has indeed closed but it is fully expected that the next round will be advertised after 1 April 2019.

#### **4. Residents Survey**

The second draft was discussed and how this now included up a ‘beefed up’ environmental section. The post card analogy was to be retained. Vicki Dorey suggested there were still some further amendments to be made.

**Action: Nick Botterill to incorporate Vicki Dorey’s comments.**

(Update a revised third draft can now be viewed on <https://www.surveymonkey.co.uk/r/BoxNP>)

## **5. Communications Plan.**

a) Revised Communications Plan was noted.

b) Draft poster was discussed – revisions suggested in particular explanation of NP.

**Action: Nick Botterill to circulate revised poster.** (Update - circulated to Steering Committee 1 April 2019)

c) Colerne NP information and survey booklets were reviewed and discussed.

**Action: Dave Wright to check with printer as to cost of such booklets.**

d) Box Revels – it was agreed that Steering Committee would have a table at Box Revels on 27 May 2019. All members present said they were available to spend some time (noon – 4.30pm) helping out. An information note from the organisers is attached with these minutes.

**Actions: Tim Barton has a gazebo which could be used. Andrew Lucas and Dave Wright agreed to create a banner for the event. We will need chairs and a table!**

e) Website was discussed. NBB explained problems owing to transition of PC's website hosting.

**Action: Nick Botterill to liaise with Cllr Richard Campbell.** (Update – Richard Campbell has confirmed new website in hand and explained timescale, he promised update as to status for next meeting).

## **6. Any other business.**

a) List of Steering Committee members' phone details to be compiled.

**Action: Nick Botterill** (Update - circulated 1 April 2019)

b) LemonGazelle to be asked for an example of a good NP preferably locally. Members requested to see contract.

**Action: Nick Botterill** (Update – requested)

c) Facebook update.

**Action Tim Walton to come back at next meeting.**

d) Funding for NP. No confirmation yet as to when funding re-opens for 2019/20 but will advise as soon as announced (expected late April).

e) Expenditure Plan to be compiled.

**Action: Andrew Lucas treasurer**

**7. Date of next meeting –**

**Wednesday 17 April 2019 at 7pm Parish Offices**

Meeting closed: 9.15pm